



Wichita Police Department Policy Manual

Approved by:

Policy 502 - Alarm Procedures

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Maintained by:
Field Services

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502.01 The objectives in responding to any type of alarm are the safety of officers, victims, and bystanders as well as the apprehension of suspects and protecting the integrity of the potential crime scene.

502.02 Upon receipt of an alarm call, the dispatcher will classify the call into one of five (5) types:

- A. Hold-Up Alarm;
- B. Residential Panic Alarm;
- C. Silent Entry Alarm;
- D. Audible Alarm; or
- E. Disturbance Alarm.

502.03 HOLD-UP ALARMS:

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- A. Hold-up alarms are "Priority E" calls requiring emergency dispatch, with the exception of a residential Hold Up alarm, which will receive a "Priority 1" response.
- B. The dispatcher will immediately assign two (2) officers and a field supervisor to respond to hold-up-alarms.
- C. The first officer to arrive in the immediate area of the alarm will take a position to afford the best vantage point while at the same time remaining undetected and behind cover.
- D. The first officer to arrive will also assume the responsibility for coordinating the arrival and placement of other officers until a supervisor arrives.
- E. After evaluating the circumstances, the officer-in-charge will determine the need for a confirmation call from the dispatcher to the business or residence prior to further action by officers.
- F. If a confirmation call is requested, the dispatcher will call the business or residence and request the victim or other reliable source to contact the officers outside the building.
- G. Officers will attempt to remain behind cover until it can be determined that it is safe or necessary to enter the building.
- H. With or without a confirmation call, no less than two (2) officers will initially enter the scene.
- I. Clearance of an alarm will be confirmed by at least two (2) officers. A two-officer car can clear an alarm using two different radios.
- J. If the alarm is determined to be false, responding officers will clear the call on an "N-4" and return to service.

502.04 RESIDENTIAL PANIC ALARMS:

- A. Residential Panic alarms are "Priority 1" calls requiring urgent dispatch.
- B. Two (2) officers will initially be dispatched on all residential panic alarms regardless of the time of occurrence or type. Any officer or supervisor familiar with the residence may request additional officers. A supervisor may authorize sending only one officer when necessary.
- C. All officers should keep in mind the wide range of possibilities for this type of call, including a holdup, disturbance, burglary, medical, etc.

502.05 SILENT ENTRY AND AUDIBLE ALARMS:

- A. A Silent Entry alarm is a "Priority 1" call, requiring urgent dispatch, whereas an Audible Alarm is a "Priority 2" call requiring prompt dispatch under Emergency Communications guidelines.
- B. Silent entry and audible alarms will be handled by the responding officers in the same manner.
- C. Two (2) officers will initially be dispatched on all burglar alarms regardless of the time of occurrence or type. Any officer or supervisor familiar with the building may request additional officers. A supervisor may authorize sending only one officer when necessary.
- D. If feasible, responding officers will first attempt a drive-by check of the building perimeter to locate possible entry points, prior to beginning to check the exterior of the building on foot.

- E. Officers arriving on scene should cover off the building, taking up positions on opposing corners to maximize visibility on all sides of the building.
- F. Officers responding to burglar alarms will not make entry until the building is covered off or it is evident that authorized persons are in the building.
- G. When available and circumstances warrant, officers will request the assistance of the police helicopter in checking the roof of buildings that are too large or inaccessible.
- H. If the alarm is determined to be false, or no entry point is located and the building appears secure, responding officers will clear the call on an "N-4" and return to service.
- I. Should an owner or authorized representative arrive at the scene, officers will take necessary steps to insure that the building is secure prior to the officers' departure.

502.06 DISTURBANCE ALARMS:

- A. Disturbance alarms are a "Priority 2" call that will be handled by responding officers in the same manner as any other disturbance call except, A.D.T. Aware alarms are "Priority 1" and require urgent dispatch.
- B. Two (2) officers will initially be dispatched on all disturbance alarms.
- C. Upon completion of a disturbance alarm call, officers may utilize the appropriate N-code if authorized, or complete an Incident Report as required.
- D. Police Officers shall be dispatched to stand by a location while an alarm company installs an A.D.T. Aware alarm.